

**City of Auburn, Maine
Auburn Mall Double Surface Ice Arena Manager**

The City of Auburn has an exciting opportunity for an energetic, organized, multi-talented individual to oversee the construction, management and operations of Double Surface Ice Arena to be built in the Auburn Mall area of Auburn. The new Ice Arena Manager will report directly to the City Manager and work with a team to implement the newest economic development project in Auburn. The position requires a combination of administrative, managerial, technical, professional, supervisory and hands-on work. Duties include planning and directing the operations of the arena; supervision of the staff and volunteers of the arena; developing sales and marketing plan for generation of revenues including pro shop, concessions, vendors and ice rentals; developing and implementing Ice Arena goals, objectives, policies and procedures; and developing a first class recreation facility and programming for all participants.

Successful candidate must have knowledge of park administration, recreation and/or sports management, ice arena management and maintenance procedures, budgeting, marketing, and event planning and scheduling. Must have excellent interpersonal skills, problem solving skills, and written and oral communications skills. Must be able to work nights, weekends and holidays. Bachelor's degree preferred in Recreation Management, Sports Management, Parks Administration or similar education, plus three years of management and supervisory experience in municipal parks and recreation or ice arena organization. Must have a valid Driver's License and a good driving record.

Candidates should submit cover letter, resume, salary requirements and at least 3 references to: Deborah Grimmig, Human Resources Director, 60 Court Street, Auburn, Maine 04210. Tel. number is 207-333-6601 ext 1414 or 1416. E-mail address is dgrimmig@auburnmaine.gov Deadline for submission of resume is Monday March 18th

The City of Auburn is an Equal Opportunity Employer